

**CITY OF BELMONT
CITY COUNCIL
AND
BELMONT FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS**



NOTICE OF SPECIAL MEETING

Wednesday, March 18, 2015

2:00 P.M.

One Twin Pines Lane, City Hall
One Twin Pines Lane, Second Floor Emergency Operations Center, Belmont, California

AGENDA

This Special Meeting is called to consider the items of business listed below.

1. ROLL CALL

2. ITEMS OF BUSINESS

Persons wishing to orally address the Council on the items of business listed below will be given an opportunity to do so before or during the Council's consideration of the item.

A. OTHER BUSINESS

- (1) City Council Priority Setting - The City Council will review the existing Council Priorities and consider adopting Priorities and Policies for Fiscal Year 2015/2016.

Recommendation: Confirm the City of Belmont's Vision Statement and Council Priorities and Policies for FY 15/16.

Attachment(s):

Staff Report
Council Priorities
Power Point Presentation

- (2) Council Meeting Schedule - The Council will consider modifying the Council meeting schedule

Recommendation: Adopt a motion approving a modified Council meeting schedule for summer of 2015 and for December 2015.

Attachment(s):

Council Meeting Schedule

- (3) FY 14/15 Council Contingency Allocation - The City Council will consider allocation the remaining \$259,000 in contingency funds for FY 14/15.

Recommendation: Adopt a resolution allocating funding from the FY 14/15 Council Contingency for identified projects

Attachment(s):

Contingency Allocation
Resolution

3. ADJOURNMENT



If you need assistance to participate in this meeting, please contact the City Clerk at (650) 595-7413. The speech and hearing-impaired may call (650)637-2999 for TDD services. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

Meeting information can also be accessed via the internet at: www.belmont.gov. All staff reports will be posted to the web in advance of the meeting, and any writings or documents provided to a majority of the City Council/District Board regarding any item on this agenda will be made available for public inspection in the City Clerk's Office, One Twin Pines Lane, during normal business hours and at the Council Chambers at City Hall, Second Floor, during the meeting.



Memo

To: Mayor and Councilmembers
From: Greg Scoles, City Manager
Date: March 13, 2015
Re: March 18th Council Priority Setting and Policy Workshop

Summary

This report is to provide the Council with an overview of the items that are scheduled for discussion at the annual Council Workshop scheduled for March 18th.

1. Review and Confirm the Belmont's Vision Statement

The City has a long standing Vision Statement that has guided the development of the Council Priorities and the City Budget. As we discussed last year during the Priority Setting Process with the Council, it is important that the City's Vision Statement, Priority Setting Process and ultimately the City's Budget are connected. The text of the Vision Statement is below and should help guide the discussion of the Council Priorities.

City of Belmont Vision Statement

DISTINCTIVE COMMUNITY CHARACTER

- *Belmont prides itself on being unique*
- *Its small-town ambience sets it apart as a tranquil, safe, and desirable place to live.*
- *We get involved in town matters because we care about living here.*
- *We connect with each other in all kinds of gathering places.*
- *Our strong sense of community and enjoyment of the town's assets and activities deepen as we become better informed and connected.*

EASY MOBILITY

- *We put a priority on getting out of, into, and through town efficiently.*
- *Bicyclists, walkers, and other non-drivers get where they're going easily and safely.*
- *We require safe residential streets and smooth-flowing thoroughfares.*

NATURAL BEAUTY

- *We choose to make our home among these beautiful hills, trees, parks, views, and open spaces.*
- *Our natural surroundings inspire us to play, create, and contemplate.*
- *Our actions today preserve and enhance Belmont's beauty to make it even lovelier for our grandchildren.*
- *Our wooded residential areas are diverse, peaceful and well maintained.*

THRIVING CULTURE

- *Belmont is a wonderfully safe and supportive place to raise a family.*
- *We facilitate lifelong learning in our academic, artistic, athletic, and social dimensions*
- *Our schools and library are the pride of the community.*
- *Our university is intrinsic to Belmont's social, artistic and economic life.*
- *Our playgrounds and athletic fields are of high quality and in high gear.*
- *The arts thrive in this creative, appreciative town – the arts hub of the Peninsula.*
- *Our history makes Belmont what it is, and we preserve that heritage for our children.*

THRIVING ECONOMY

- *A charming, vibrant town center is the heart of our civic and economic life.*
- *Our economy prospers with a mix of attractive, successful businesses that fit with our community character.*
- *We look first into our town shops and restaurants for what we need.*
- *Education, arts and the economy flourish in concert.*

Recommendation

It is recommended that the City Council confirm the existing Vision Statement.

2. City Council Priority Setting/Work Plan Development

Every year the Council establishes Priorities for the coming Fiscal Year. Last year, in March, the Council met and adopted the Priorities for 2014/2015, which are attached for your information.

Typically the Vision Statement drives the City's Goals/Priorities, which are then implemented as part of Department Work Plans in the City's Budget process. Keeping that in mind, and building on last year's Priority Setting Process, which linked the Vision Statement's value drivers the Council adopted 4 Top Priority Categories, as follows:

1. Economic Development, Downtown Revitalization and Advance Planning
2. Ralston Corridor Study and Improvements
3. Capital Financing Plan for Infrastructure
4. Park and Recreation Improvements (Facilities and Parks)

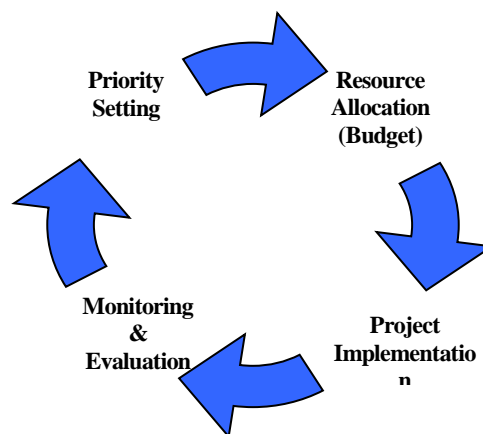
While most of the Priorities are multi-year there has been significant progress during this last period on the following:

- Ralston Ave. Corridor Study and Improvements
- Davey Glen Park Design and Development
- Capital Financing Plan for Infrastructure
- 2035 General Plan Update
- General Plan Update: Belmont “Villages” Zoning
- Strategy for the Future of Barrett Community Center Property
- Use of Unspent RDA Bond Proceeds
- Update City’s Web Presence/Public Information

If the Council finds that the Priorities do not adequately reflect the Vision Statement then the Council may want to eventually consider modifying one or the other.

Once the Council has completed the Priority Setting review, staff will utilize the Priorities during the Budget Process in developing the Budget document for next fiscal year. During the Budget Process the departments will identify the projects/initiatives that they will be able to accomplish, given the capacity of staff, and any potential additional needs will be identified.

The following is an example of how the Priorities inform the Budget Process:



Recommendation

It is recommended that the City Council:

1. Reconfirm the existing Priorities;
2. Identify the top 3 to 4 to be focused on for the next 1 or 2 years;
3. Determine if there are any new Priorities that should be considered; and
4. Determine if there are any Priorities that should be eliminated.

3. Policy Modifications

There were a number of policy changes identified during the last Priority Setting Workshop that were intended to improve organizational efficiency/effectiveness and which might otherwise be considered impediments to providing excellent service.

Here are the Policy Modifications the Council identified in last year's process:

- Update Council Protocols and Policies (not started)
- Code of Ethics & Conduct for Elected and Appointed Officials (adopted)
- Adopt a Legislative Platform (adopted)
- Campaign Finance (underway)
- Modify the Purchasing Limits to allow for improved efficiency (not started)
- Potential amendments to the Tree Ordinance (underway)
- Potential amendments to the Sign Ordinance (not started)
- Zoning Ordinance Amendments for Residential Development (underway)
- Council Meeting Start Times (adopted)
- Move to Paperless Council Packets (adopted)
- Modify Council Benefits (adopted)

Councilmembers have also expressed an interest in:

- Furthering economic development efforts – Econ. Dev. Subcommittee
- Updating the Housing Policies for Low/Mod Units/Workforce
- Establishing a Youth Council
- Developing a more robust public information program (PIO, social media, etc.)
- Improving Council/Commission Communication to help avoid potential Brown Act violations and Ex Parte Contact (training/eliminate .gov mail, group mail, etc.)
- Community Choice Aggregation (Green Power)
- Updating Wireless Installation Policies

Recommendation

It is recommended that the City Council consider the above policy issues and should the Council determine that they would like to pursue some or all of these changes, direct Staff to incorporate them in their work plans for the coming year.

4. Council Meeting Schedule

The City Council has traditionally canceled at least one meeting for a summer recess. Staff recommends that the City Council consider canceling one or more of the following meeting dates

in July/August. You may wish to review your own schedules when considering which meeting to cancel.

- July 14th
- July 28th
- August 11th
- August 25th

In addition, staff would ask Council to also consider canceling the 2nd December meeting, which falls on December 22nd this year.

Recommendation:

It is recommended that the City Council by motion determine which, if any, meetings they would like to cancel for 2015.

5. Council Contingency Allocation

On June 10, 2014, Council approved the FY 2015 Budget, which included a supplemental one-time \$500K contingency appropriation which could be used to advance the Council's Priorities and initiatives. The Council should note that \$241,077 of these funds have been earmarked for the Energy Efficiency and Downtown Sidewalk Repair Projects.

To facilitate the discussion on the potential allocation of the remaining \$258,923 in contingency funds, staff has prepared a brief summary of uses that advance those Council Priorities or initiatives that could benefit from additional funding (see attached). The Council reviewed this item at their meeting on February 24th and decided to consider it during this Priority Workshop. The Council has complete discretion in regard to how the contingency funds are used and can add, delete or modify any use as it so determines.

Recommendation:

It is recommended that the City Council by resolution determine which uses, if any, should be allocated funding from the FY 2015 Council Contingency.



City of Belmont Council Priorities

FY 2015

MARCH 28, 2014

TOP 4 PRIORITIES**1. ECONOMIC DEVELOPMENT, DOWNTOWN REVITALIZATION AND ADVANCE PLANNING**

- **2035 GENERAL PLAN UPDATE**
An extensive multi-year effort that will update all Belmont General Plan Elements. The first phase includes updates to the Land Use/Community Design & Circulation/Mobility Elements, and the required Environmental Analysis. (CD)
- **BELMONT “VILLAGES” ZONING**
This effort includes preparation of new development/use standards and rezoning of properties within the Economic Development strategy target sites, Downtown area, and Ralston Avenue/El Camino Real Corridor. (CD)
- **TARGETED ECONOMIC DEVELOPMENT**
Identify new funding opportunities to implement targeted economic development projects within the City’s priority development areas (Economic Development 2.0). (FN)
- **HOUSING PROGRAM ASSESSMENT AND DEPLOYMENT**
Establish housing program priorities and determine interim and long term uses for Low and Moderate Income Housing real property assets. (FN)

2. RALSTON CORRIDOR STUDY AND IMPROVEMENTS

- Complete a comprehensive corridor study to determine the general levels of traffic, and to determine the adequacy of major intersections and traffic signals, for both existing and future conditions. The study also reviews traffic safety issues and the adequacy of transit and non-motorized transportation modes in the corridor traffic study to optimize its use for pedestrian, bicycle and vehicle use (Share the Roads Policy), and determine appropriate capital improvements to mitigate any traffic-related problems. (PW & CD)

3. CAPITAL FINANCING PLAN FOR INFRASTRUCTURE

- Develop alternatives for long-term Capital Financing of Sewer, Storm, Streets, Facilities, and Parks to address deferred maintenance and future Capital needs. (FN)

4. PARK AND RECREATION IMPROVEMENTS (FACILITIES AND PARKS)

- **ATHLETIC FIELD IMPROVEMENTS**
Advance the Sports Complex Synthetic Turf Project – The project is described in the Athletic Field Master Plan updated in 2003. Plan identifies athletic field improvements to all fields managed by the P&R Dept. (P&R)
- **STRATEGY FOR FUTURE OF BARRETT COMMUNITY CENTER PROPERTY**
Develop a strategy for evaluating the long-term future of the Barrett Community Center property. (P&R)
- **DAVEY GLEN PARK DESIGN AND DEVELOPMENT**
Complete the design, development and funding of unimproved park site on Davey Glen Road. (P&R)
- **OPEN SPACE PLANNING**
Develop a strategy for planning and criteria for the acquisition of public open space. The analysis will include an inventory and cost analysis for acquisition strategies that are recommended. (P&R)

ADDITIONAL PRIORITIES**SAFE ROUTES TO SCHOOL**

- On-going operational effort to monitor and implement pedestrian, bicycles, and vehicle safety on city's network of roads, including those associated with school sites, as situations warrant. Additionally, track and seek grant funding for appropriate physical infrastructure improvements. (PW)

UNSPENT RDA BOND PROCEEDS

- Develop a strategy for the use of Unspent RDA bond proceeds, consistent with legislative statutes and existing bond covenants. (FN & CA)

NON-PROFIT BELMONT PARKS FOUNDATION

- Support the creation of a non-profit *Belmont Parks Foundation* to fundraise and advocate for Parks improvements. (P&R)

FACILITIES CONDITION MANAGEMENT ASSESSMENT

- Track assets and analyze Belmont's facilities in a comprehensive, organized, and logical manner. Factors can then be used to prioritize the use of resources. (P&R)

UPDATE CITY'S WEB PRESENCE / PUBLIC INFORMATION

- Improve civic engagement opportunities, e-commerce and 24/7 virtual City Hall through a more robust and contemporary City website and the use of emerging social media opportunities. (CM)



VISION STATEMENT

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City of Belmont Council Policy Modifications

FY 2015

MARCH 28, 2014

POLICY MODIFICATIONS**(Improve Organizational Efficiency and Effectiveness)****COUNCIL PROTOCOLS & POLICIES**

- Update the existing Council Protocols & Policies to better reflect the Council's current practice and to eliminate unnecessary restrictions (Greg)

CODE OF ETHICS & CONDUCT FOR ELECTED AND APPOINTED OFFICIALS

- Develop a code of conduct for elected and appointed officials that will improve effectiveness by establishing performance and conduct expectations for elected and appointed officials (Greg)

LEGISLATIVE PLATFORM

- Create a legislative platform for Council consideration which will identify the legislative principles that will guide response to State and Federal legislative action (Greg)

CAMPAIGN FINANCE

- Update the campaign finance rules to comply with current law (Terri)

PURCHASING POLICIES

- Update the purchasing policies to allow for improved efficiency of the organization (Thomas)

TREE ORDINANCE

- Consider modifying tree removal fees and species that are protected (Carlos)

SIGN ORDINANCE

- Consider modifying limitations on portable signs and amount of commercial signage (Carlos)

ZONING ORDINANCE FOR RESIDENTIAL DEVELOPMENT

- Consider modifications to discretionary design review thresholds, residential parking requirements and limitations on maximum square footage for single family dwellings (Carlos)

COUNCIL MEETING START TIMES

- Modify Council meeting start times (Greg)

MOVE TO PAPERLESS COUNCIL PACKETS

- Develop a proposal for providing Council with paperless packets (Bill)

COUNCIL BENEFIT PLAN

- Consider modifications to Council benefits that de-link benefits from labor unit and eliminate retiree health benefits (Cora)

City of Belmont

Council Priority Workshop

March 18, 2015

FY 2016 Council Priority Workshop

Agenda



Part I

- FY 2016 Strategic Plan



Part II

- Council Priorities & Policy Consideration

A screenshot of a contingency allocation table. The table has columns for "Line Item", "Description", "Amount", and "Total". It lists various items such as "City of Belmont", "City of Belmont", "City of Belmont", and "City of Belmont" with corresponding amounts.

Part III

- FY 2015 Contingency Allocation

FY 2016 Council Priority Workshop

What's This About?



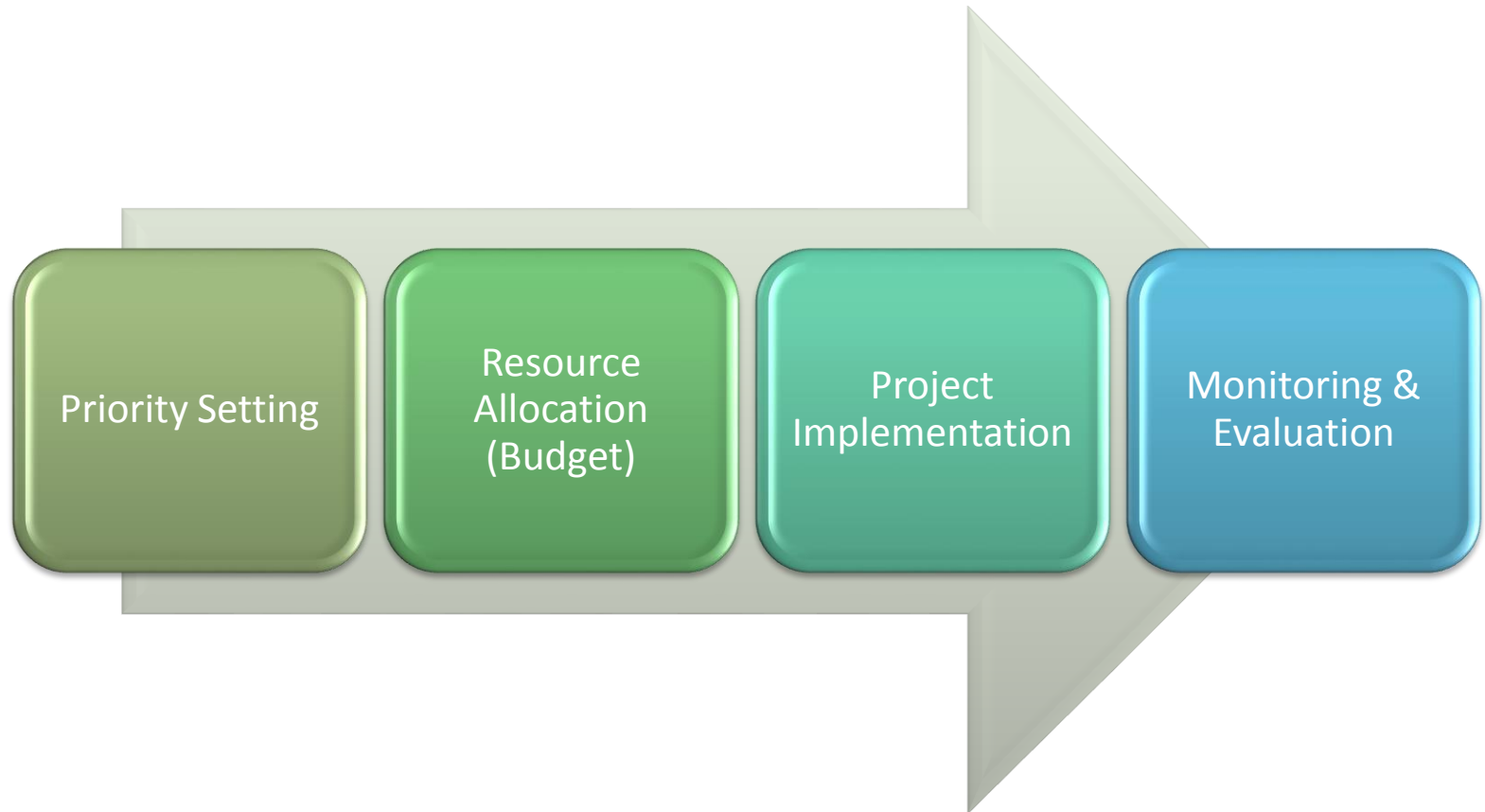
Our Strategic Planning Process

- ☐ GFOA Best Practice
- ☐ Performed annually
- ☐ Aligns resources, bridges gap between present conditions and envisioned future
- ☐ Balances community vision with available funds
- ☐ Complements long-term financial plan
- ☐ Logically links spending with broad organizational goals

City of Belmont

Budget Strategic Planning
FY 2016

Budget Planning Process

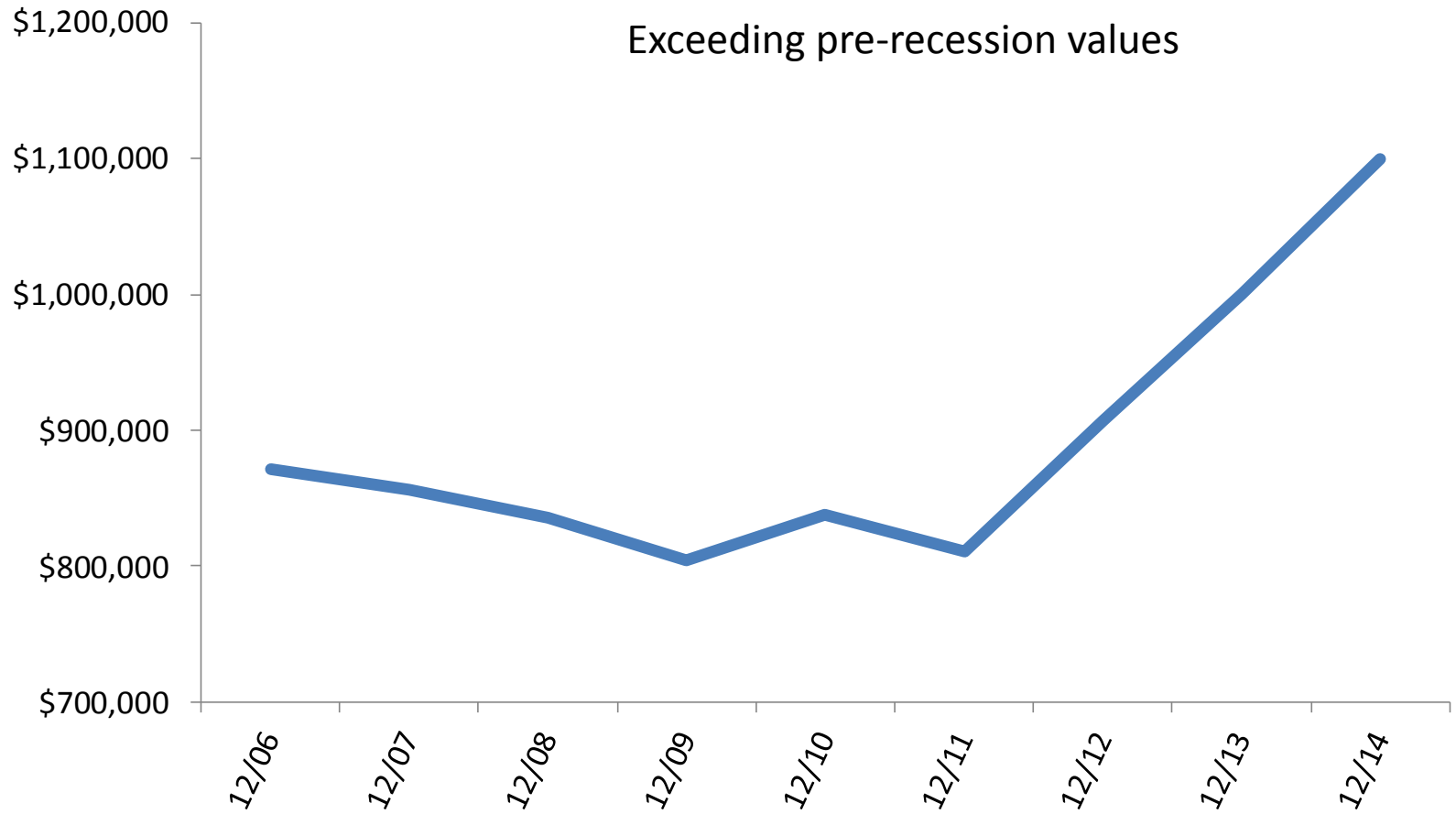


Economic Indicators

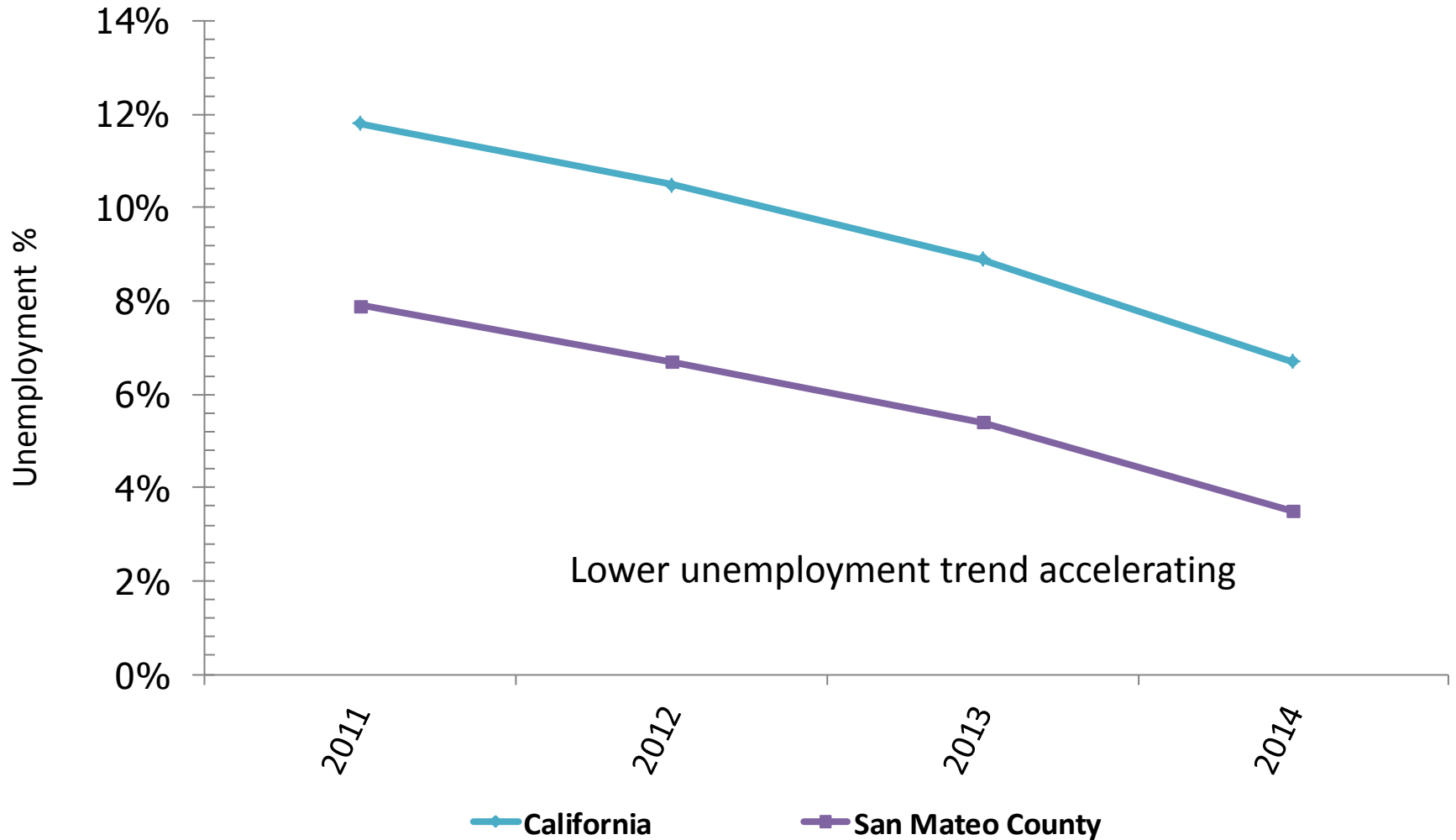
Demographic Factors

- Population: 26,559 and stable
- Inflation: 2.7% and stable for Region
- Office vacancy: 6.9% and improved
 - Square footage asking prices (Class A) have increased from \$3.50 to \$4.10
- Interest rates: 0.2% and steady for LAIF

Belmont Median Home Sale Prices



Unemployment Statistics



CSMFO Economist's Update

- Increased spending, rising incomes, cheap oil, and low interest rates will push GDP to 3%+ in 2015
- Labor markets reaching full recovery
- Housing recovery to rebound again
- Problems facing growth
 - Global economy still wobbly
 - Government investments constrained
 - Growing inequality of income and wealth

Revenue Fiscal Indicators

- **Property Taxes**

- Secured roll assessed value 5.66% increase
- Excess ERAF/VLF/Triple Flip; complex school funding formula leading to risk of shortfall

- **Sales Taxes**

- 5 out of the last 6 last quarters positive
- 11.8% increase as of December results

- **Transient Occupancy Taxes**

- 24% increase over budget for FY 2015 expected

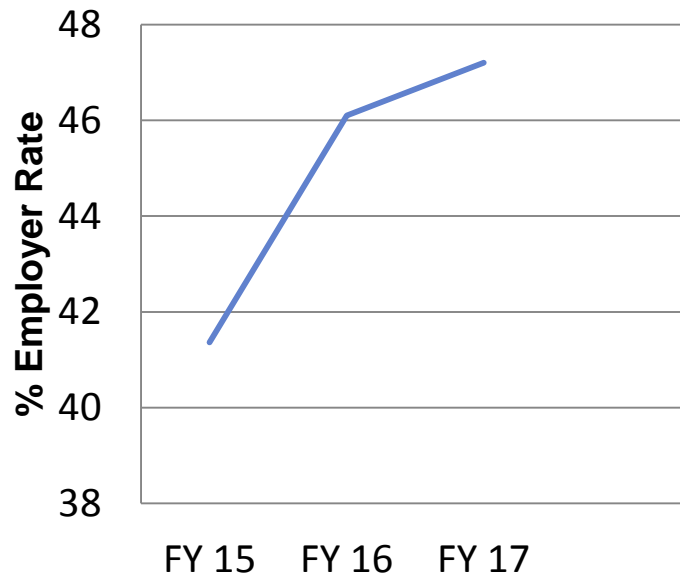
- **Revenue Base Risk**

- No notable diversification in revenue base
- Growth from existing, volatile sources

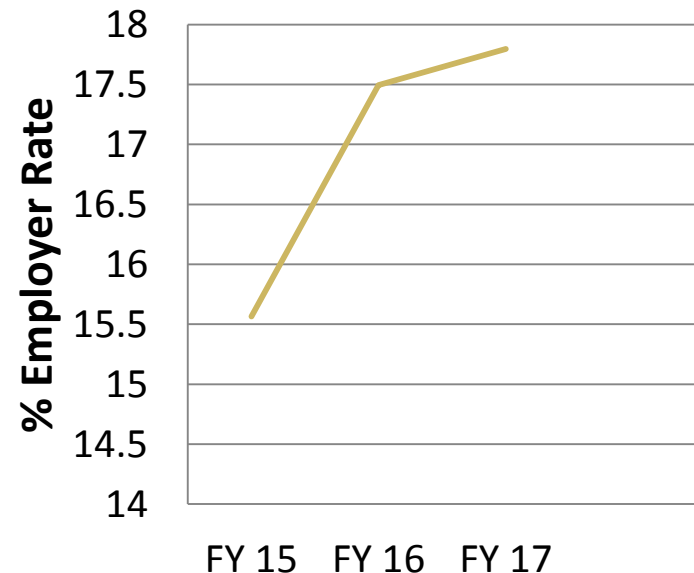
Expenditure Fiscal Factors

✗ Retirement costs projected to rise

Tier 1 Safety

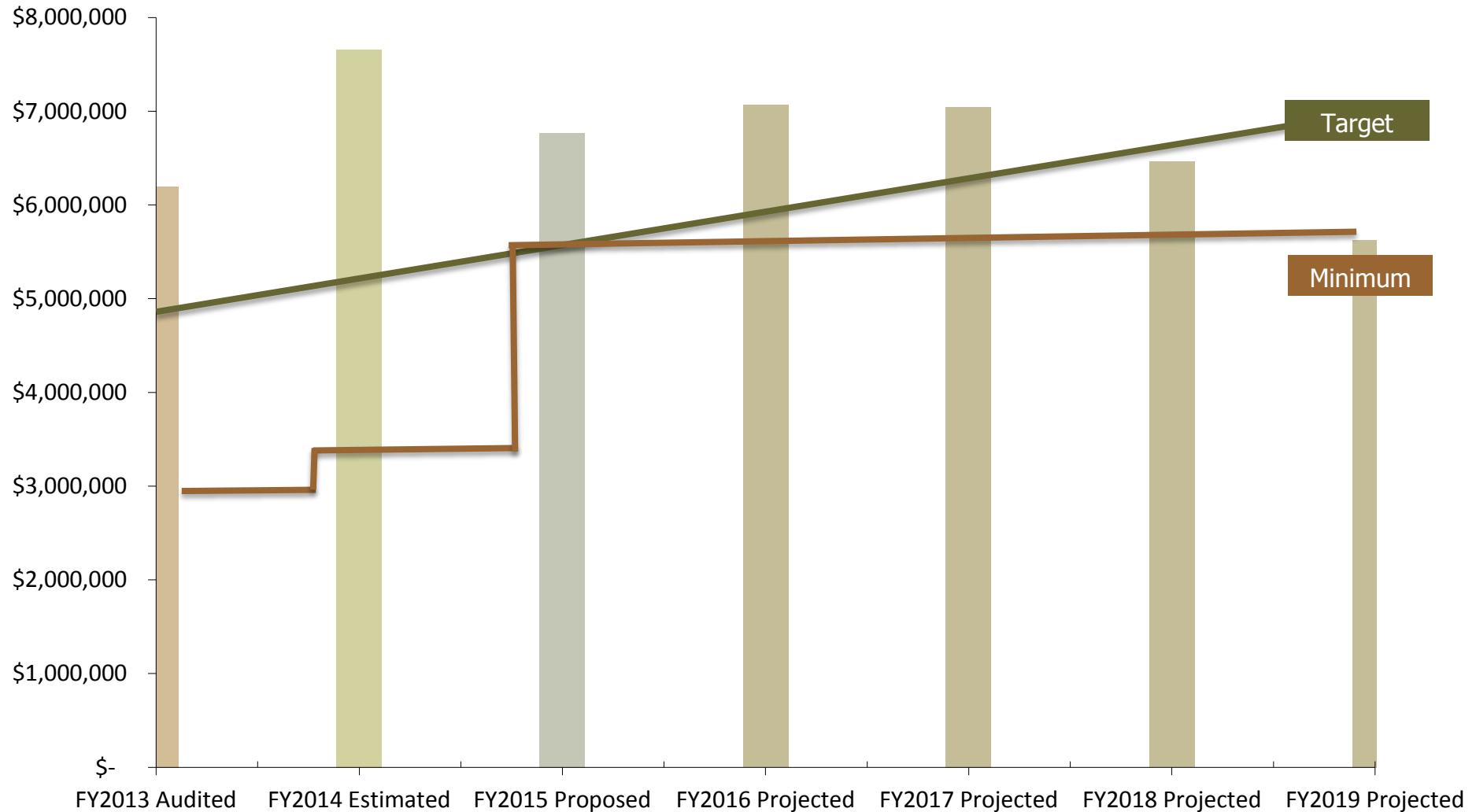


Tier 1 Miscellaneous



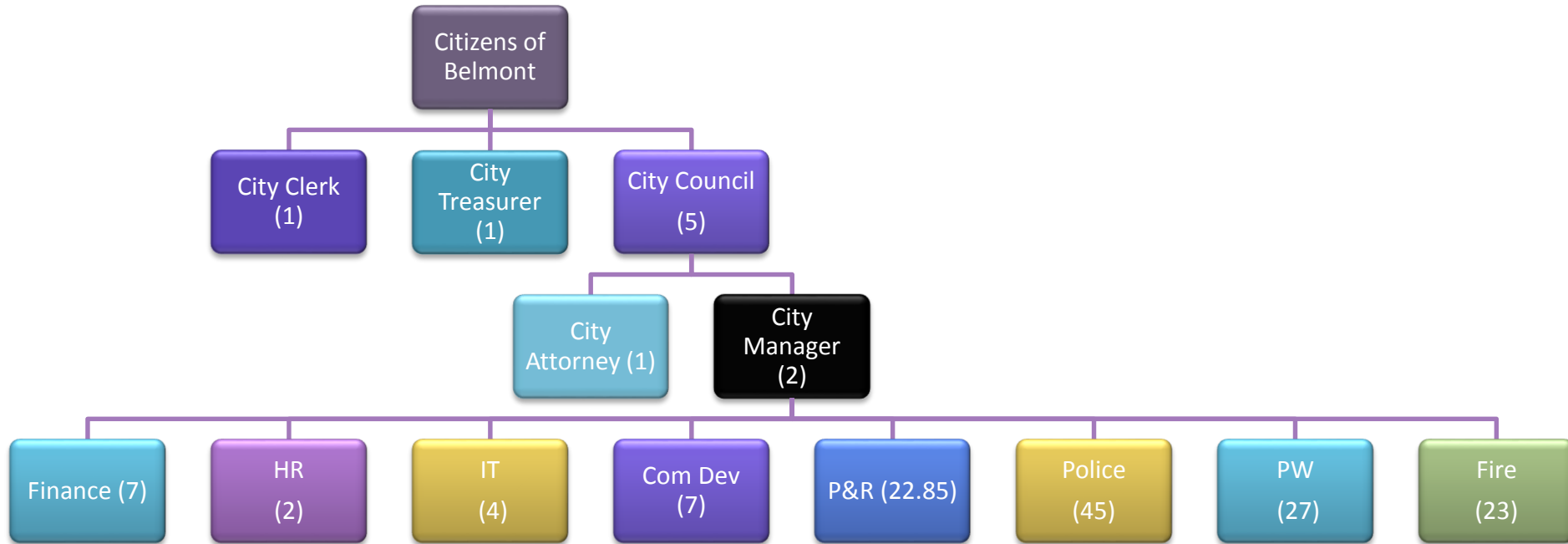
General Fund Balance

7 Year Trends and Projections



Operations

Organizational Overview



Total Departments: 11

Total FTE: 147.85

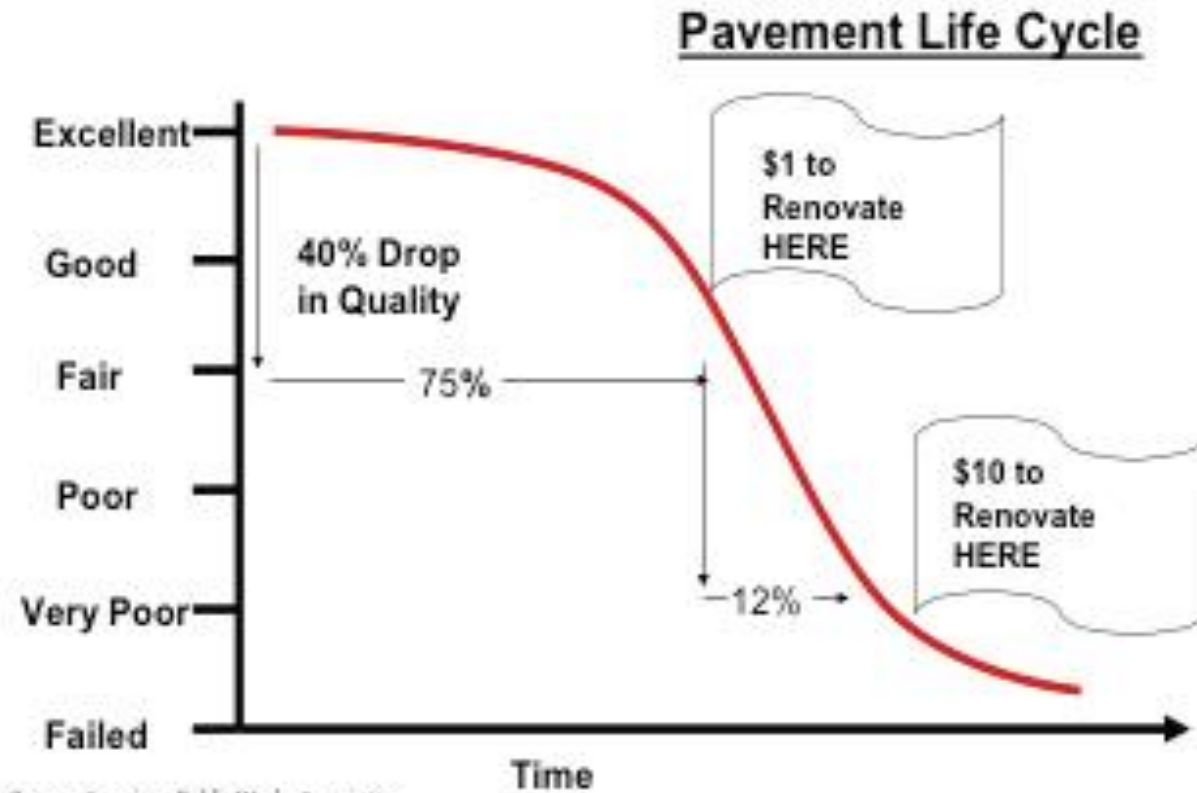
Capital Planning

Capital Planning Process



Cost of Deferred Maintenance

Representative Example



Deferred Capital Needs

- Capital inventory prepared
- Need to repair or replace evaluated
- Alternatives examined

Sewer
\$45 M

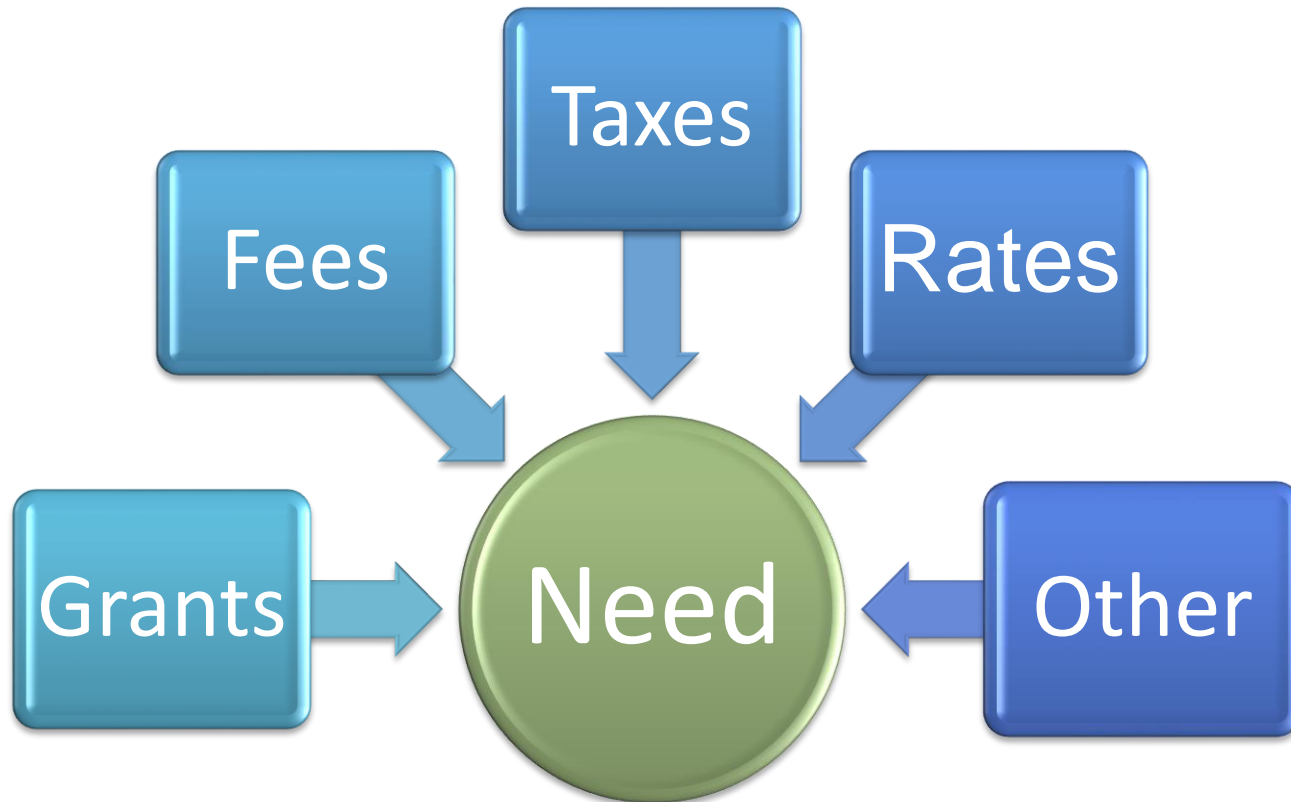
Storm Drain
\$57 M

Streets
\$51 M

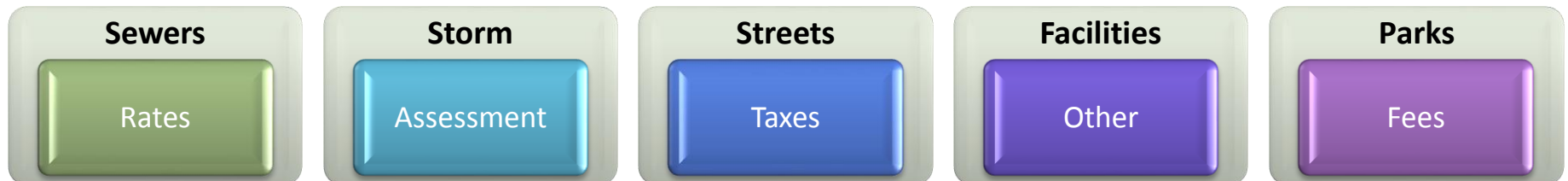
Facilities
\$27 M

Parks
\$10 M

Bridging the Gap

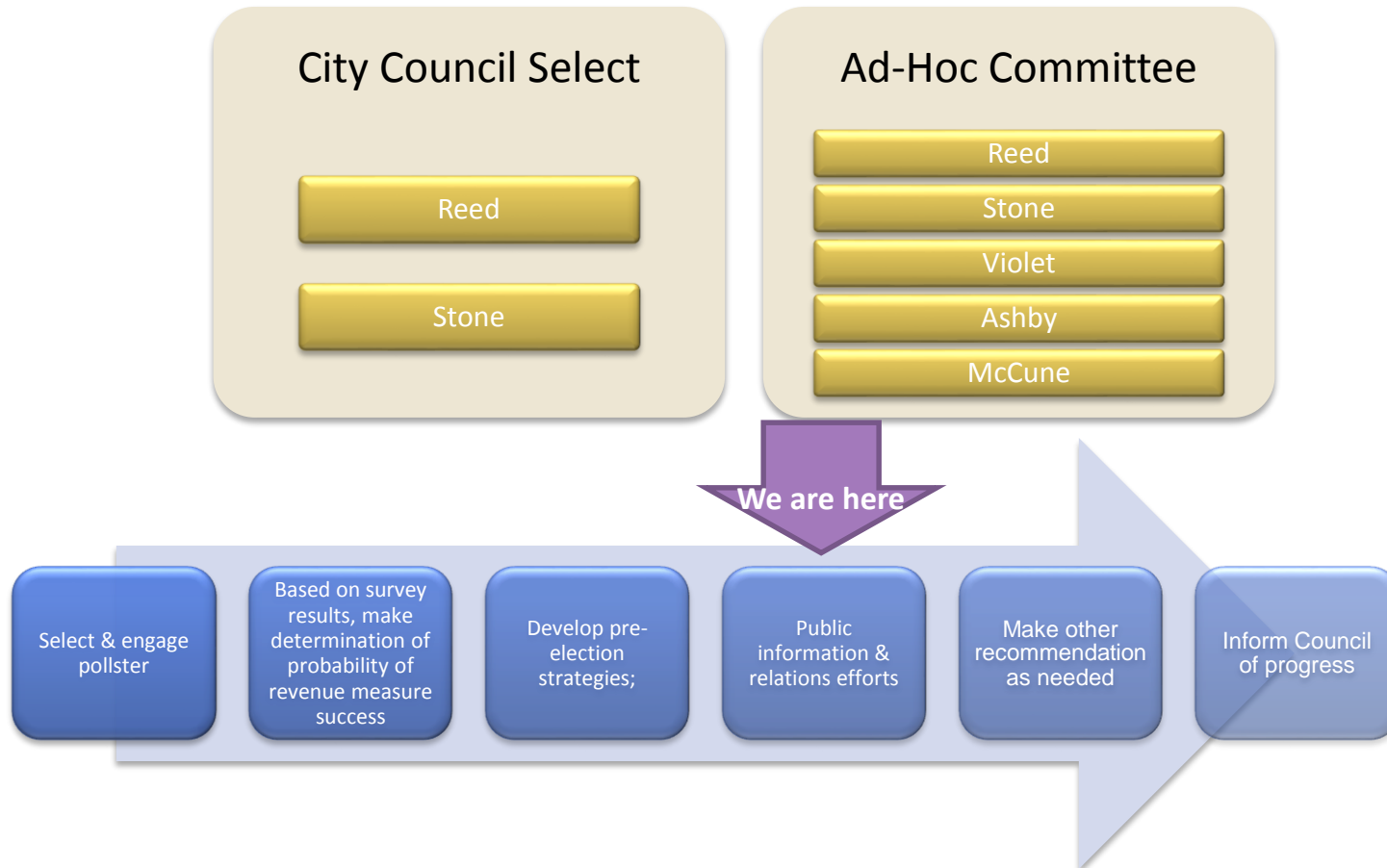


Ad-Hoc Committee to consider



Infrastructure Repair Ad-Hoc Committee

Mission – identify alternatives for funding infrastructure, select and oversee the work of a public opinion pollster, make recommendations based on pollster's survey results and provide guidance on post-survey electoral activities with respect to funding alternatives, if needed.



Policies

FY 2016 Budget Policies

- **Balanced Budget**
 - General Fund current revenues equal or exceed current operating expenditures
- **General Fund Reserve Target**
 - Target maximum 33% of operating expenditures
 - Minimum \$5.0 million
- **Contingency**
 - \$50,000 for unanticipated events
- **Fees**
 - Cover cost of service, as defined

City Manager Policy Directives

Personnel

- No increase in the number of personnel
- Exceptions: Specific proposals to address Council's highest priorities will be considered

Supplies & Services

- Modest increases
- Exceptions: Council directives, contractual commitments, utilities, insurance, etc.

Additional Needs

- New and/or expanded programs should provide the justification, the anticipated cost, and the availability of a funding source

Capital

- Include only items that are on existing replacement schedules, grant funded, shown to reduce other operating costs, at risk of failure, or at the direction of Council

Next Steps

- Budget Calendar
 - April/May Budget preparation
 - May 26th – FY 2016 Budget Introduction
 - June 9th – FY 2016 Budget Adoption
- Questions and Answers



City of Belmont

2015/2016

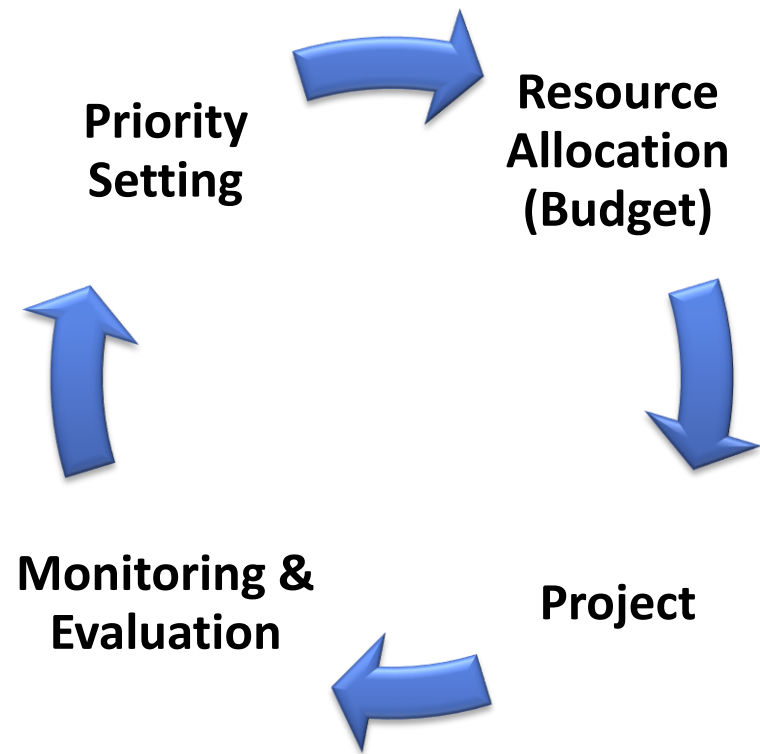
Priority Setting/Workplan Development

March 18, 2014

2015/2016 Priority Setting

Discussion & Direction

- **City's Vision Statement, Priority Setting Process, and City Budget are Connected**



2015/2016 Priority Setting

Discussion & Direction

- **Priority Review Process:**
 - **Identify Top Priorities (3-4)**
 - **Determine:**
New Priorities or Priorities to Remove from List

2015/2016 Priority Setting

Accomplishments (Completed Projects)

- ✓ **Ralston Avenue Corridor Study**
- ✓ **Strategy for Future of Barrett Community Center Property**
- ✓ **Update City's Web Presence/Public Information**
- ✓ **Code of Ethics & Conduct for Elected and Appointed Officials**
- ✓ **Legislative Platform**
- ✓ **Council Meeting Start Times**
- ✓ **Move to Paperless Council Packets**
- ✓ **Council Benefit Plan**

2015/2016 Priority Setting

Significant Progress

- ✓ **Ralston Ave. Corridor Improvements**
- ✓ **Davey Glen Park Design and Development**
- ✓ **Capital Financing Plan for Infrastructure**
- ✓ **2035 General Plan Update**
- ✓ **General Plan Update: Belmont “Villages” Zoning**
- ✓ **Campaign Finance**
- ✓ **Zoning Ordinance for Residential Development**

Top 4 Priorities

Economic Development, Downtown Revitalization and Advance Planning

- 2035 General Plan Update
- Targeted Economic Development
- Belmont “Villages” Zoning
- Housing Program Assessment and Deployment

Ralston Corridor Study and Improvements

Capital Financing For Infrastructure

Park and Recreation Improvements (Facilities and Parks)

- Athletic Field Improvements
- Open Space Planning
- Davey Glen Park Design and Development
- Strategy for Future of Barrett Community Center Property

Additional Priorities

Safe Routes to School

Unspent RDA Bond Proceeds (Completed)

Non-Profit Belmont Parks Foundation

Facilities Management Assessment

Update City's Web Presence/Public Information (Completed)

Policy Modifications

(Improve Organizational Efficiency and Effectiveness)

- Council Protocols & Policies
- ✓ Code of Ethics & Conduct for Elected and Appointed Officials
- ✓ Legislative Platform
- Campaign Finance
- Purchasing Policies
- Tree Ordinance
- Sign Ordinance
- Zoning Ordinance for Residential Development
- ✓ Council Meeting Start Times
- ✓ Move to Paperless Council Packets
- ✓ Council Benefit Plan

Staff Recommendations

Recommended Actions

Recommended Actions:

- ✓ Reconfirm existing Priorities
- ✓ Identify Top 3 or 4 to focus on in next 1-2 years
- ✓ Any new Priorities to be considered?
- ✓ Any Priorities that should be eliminated?

Meetings

Meeting Schedule

Recommended Actions:

- ✓ Consider canceling one or more of the following meeting dates:

July 14th

August 11th

December 22nd

July 28th

August 25th

Contingency Allocation

Guidelines

- FY 2015 Budget includes \$500,000 contingency.
- Complete discretion over use of funds: add, delete, or modify any use as it so determines.
- \$241,077 has been earmarked (Energy Efficiency and Downtown Sidewalk Repair Projects); \$258,923 remains
- Straw List of proposals prepared.
- Recommend finalizing the allocation of the funds.

Proposals

Reference Number	Description	Department	Available Amount
			\$258,923
New Proposals			
#1	Changes to Tree Ordinance	Parks & Recreation	\$19,000
#2	Alexander Park Restroom	Parks & Recreation	\$48,000
#3	Energy Efficiency	Parks & Recreation, Public Works	Funded
#4	Downtown Sidewalk Repair	Public Works	Funded
#5	Downtown Sidewalk Repair – ADA Ramp	Public Works	\$5,000
#6	Ralston Emergency Storm Replacement	Public Works	\$100,000
#7	Sustainability Objectives	Community Development	\$15,000
#8	Installation of Water Dispensers at City Hall and City premises	Human Resources	\$9,500
#9	Assessment of Emergency Preparedness & Safety	Human Resources	\$12,000
#10	Wireless Ordinance Update	City Attorney	\$50,000
#11	Public Information Effort	City Manager	\$40,000
Total Proposals:			\$298,500
Council Additions			

TBD

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

July 2015

			1	2	3 4 th of July Holiday City offices closed	4
5	6	7	8	9	10	11
12	13	14 Council Meeting	15	16	17	18
19	20	21	22	23	24	25
26	27	28 Council Meeting	29	30	31	Notes:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August 2015						1
2	3	4	5	6	7	8
9	10	11 Council Meeting	12	13	14	15
16	17	18	19	20	21	22
23	24	25 Council Meeting	26	27	28	29
30	31	Notes:				

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

December 2015

		1	2	3	4	5
6	7	8 Council Meeting	9	10	11	12
13	14	15	16	17	18	19
20	21	22 Council Meeting	23	24	25 Christmas Day, City Hall Closed	26
27	28	29	30	31	Notes:	